



POSITION DESCRIPTION

TITLE:	Senior Deputy Court Clerk/Juvenile Case Manager	LAST UPDATED:	02/03/2017
DEPARTMENT:	Courts	JOB CLASS:	
REPORTS TO:	Municipal Court Administrator	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Municipal Court Coordinator, the Senior Deputy Court Clerk/JCM assists with the coordination of the administrative activities of the municipal court involving the docketing and disposition of cases filed in the municipal court with an emphasis on juvenile misdemeanor and school attendance cases. Collects court costs, schedules court dates, and controls, and monitors the disposition and satisfaction of judgments for juvenile misdemeanor cases and cases filed in the court.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides information and assistance related to court processes, activities, procedures, documentation, fees, case status/disposition, or other issues.
- Responds to questions/complaints, researches problems and initiates problem resolution.
- Assists in resolving issues involving angry/irate customers.
- Responds to requests for public records in accordance with established policies.
- Communicates procedures regarding warrant status cases and assists customers with case resolution.
- Consults with Municipal Court Coordinator to assist with solving complex problems and providing technical expertise.
- Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures and initiates any actions necessary to correct deviations or violations.
- Receives money in payment of court fines and fees, processes payments, records transactions, issues receipts, posts defendant bonds and forwards revenue as appropriate.
- Monitors and maintains control of court dockets to prevent overload, issues jury summons, monitors jurors, and notifies defendants and attorneys of case statuses and issues subpoenas and witness notifications.
- Monitors and maintains court records.
- Schedules court dates, preliminary hearings or other activities.
- Sets cases for bench or jury trial and pre-trial appearance dates.
- Prepares court dockets, maintains court dockets setting limits, review trial dockets with prosecutors, and reviews court dockets with Municipal Court Coordinator.
- Assists Court Administrator and Court Coordinators with the operations of the Court by docketing court cases, running reports, providing administrative assistance, facilitating projects, monitoring workflow and identifying and resolving problems.
- Reviews delinquent cases for capias warrant preparation, capias pro fine warrant preparation, arrest warrant preparation, or other preparation of enforcement of court orders for adults, minors, and juveniles.
- Serves as courtroom clerk.
- Provides judicial assistance for Judges by preparing courtroom for court sessions, coordinating translation services and mailing jury summons as required.

- Provides individual assessments of juvenile and minor offenders to Municipal Court Judges and State Prosecutors.
- Assists in non-traffic juvenile dockets, minor status offense dockets, contempt dockets, and truancy dockets.
- Provides for process and notice of juvenile case settings.
- Prepares recommendations and referrals to state mandated programs and community resources by developing creative alternatives to sentencing that will increase awareness, decrease delinquent behavior, and reduces repeat offenders.
- Maintains case management for non-traffic offenses and monitor compliance with court orders to final disposition. Educate, inform and assist juvenile defendants and their parents in person, by telephone or e-mail to ensure a high level of compliance.
- Provides information to State prosecutor and Bailiffs of noncompliant cases.
- Sets noncompliant judgment cases to juvenile contempt cases.
- Screens and assesses juvenile family needs, reviews juvenile offender case history and identifies delinquent behaviors and areas of need.
- Locates resources and makes referrals by providing families with information; contacting community agencies in order to gain information about their programs; educating and referring juveniles and their families to the appropriate agencies. Provide public relations with community resources and state mandated programs to coordinate referrals and maintain quality case management.
- Coordinates with local school district(s) attendance officers on case management of truancy cases.
- Dockets and monitors juvenile misdemeanors and school attendance cases.
- Provides recommendations to the City Prosecutor for pre and post filing of juvenile cases.
- Monitors the disposition and satisfaction of judgments for juvenile misdemeanor cases and cases filed in the court.

Other Important Duties:

- Monitors inventory levels of equipment and supplies.
- Travels to attend meetings, conferences and training.
- Communicates with supervisor(s) on issues that impact the operation of the court.
- Provides assistance for other employees or departments as needed.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of customer service, cashiering, and general office practices and procedures.
- Knowledge of case records and file creation and maintenance techniques.
- Knowledge of posting, reconciling and handling bank deposits.
- Knowledge of City policies and procedures.
- Knowledge of juvenile case processing and truancy statutes.
- Skill in effective oral and written communications.
- Skill in organizing, prioritizing and performing multiple clerical tasks.
- Skill in following Municipal court practices and procedures.
- Skill in resolving customer complaints and concerns.
- Proficiency in the use of computers and related equipment, hardware and software for data entry, case information retrieval and research.
- Ability to work well with others.
- Ability to conducts business with Judges, police officers, prosecutors and defendants in a professional manner.

Preferred Education, Experience and Certifications:

- High School Diploma or G.E.D, **and** three (3) year general office, clerical or customer service experience with; **or** equivalent combination of education and experience.
- Must possess and maintain Level 2 Court Clerk Certification.
- Must pass a pre-employment drug screen, criminal background and motor vehicle record check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in a Municipal Court environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

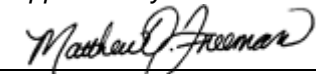
(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, telephone, court information systems and department vehicle.

Approved By:



Matthew Freeman, Municipal Court Administrator

02/03/2017

Date



Shannon K. Allyn, HR Generalist

02/03/2017

Date